

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, February 11, 2008

A regular meeting of the Indeterminate Sentence Review Board was held in the ISRB Office Building located at 4317 Sixth Avenue SE, Lacey, commencing at 9:30 a.m.

Present were: Board Members:
Jeralita P. Costa, Chair
Julia Garratt
Dennis Thaut
Thomas Sahlberg
Betsy Hollingsworth

Staff:
Margaret McKinney, Executive Director
R. Peggy Smith, Planning and Research Administrator
Ellen Hanegan-Cruse, Victim Liaison
Robin Riley, Executive Assistant
Richard LaRosa, Hearing Examiner III
Monika Fields, Hearing Investigator
Irene Seifert, Correctional Records Technician II
Jody Swails, Correctional Records Technician I
Melissa Zuniga-Espinoza, Records Technician I

Others present:
Donna Mullen, Assistant Attorney General

A. Call to Order

Ms. Costa informed those present that Jean Soliz-Conklin would provide an update on the Sex Offender Policy Board legislation at approximately 10:00 a.m.

B. Approval of Previous Minutes – January 14, 2008 and January 23, 2008

ACTION 04-08:

Mr. Thaut moved that the Minutes of the Board Meeting held January 14, 2008, be approved. 2nd – Ms. Garratt.

Decision: Motion carried 4-0 and approved.

ACTION 05-08:

Mr. Thaut moved that the Minutes of the Board Meeting held January 23, 2008, be approved. 2nd – Ms. Garratt.

Decision: Motion carried 4-0 and approved.

C. AAG Report

Ms. Mullen has nothing new to report. The Board received Mr. Rosen's report on court cases.

D. Chairs Report

Legislative Updates – HB 6925

ACTION 06-08

Mr. Thaut moved that the discussion of SB 6925 be postponed to Executive Session.
2nd – Ms Garratt.

There was a discussion regarding whether it was appropriate to discuss this subject in Executive Session.

Ms. Costa advised that a motion to table until later in the agenda was appropriate but that discussion of legislation was not an allowed topic for an executive session.

Mr. Thaut moved to table the discussion of SB6925 until later in the afternoon. 2nd -- Ms. Garratt.

Decision: Motion carried 3-1 and approved.

E. Executive Director's Report

Strategic Plan – An update was distributed.

❖ Report from Ms. Smith

- Ms. Smith and Mr. Snelson are moving ahead with a plan to update the web-site. They have participated in a work group and are working on content revisions. A plan will be presented to the Board prior to implementation.
- Agency statistical reports are on the web-site.
- The workload study for field cases is going forward and reports are as expected.

❖ Report from Ms. Hanegan-Cruse –

- The Victim WAC Development meeting is scheduled for February 20, 2008.
- She has received requests to make presentations from WAPA and WCSAP.

Budget – Ms. McKinney went over the budget through January 31, 2008.

- The Board Members would like to know if vehicle maintenance is covered under the lease.
- Ms. Garratt would like a cost comparison of the use of leased vehicles and use of personal vehicles to include state mileage reimbursement and lease costs.

Victim/Witness Summaries - Ms. McKinney presented a draft procedure for statements received prior to an offender's hearing. This issue will be discussed at the Victim WAC Meeting on February 20, 2008.

Organization Chart - Ms. McKinney presented the agency's organizational chart for Board approval. Mr. Thaut asked that the temporary positions be removed from the chart.

ACTION 7-08

Mr. Thaut moved to approve the organizational chart with changes. 2nd – Ms. Garratt.

Decision: Motion carried 4-0 and approved.

F. Presentation by Jean Soliz-Conklin – Overview of the Sex Offender Policy Board and the Community Custody Simplification Bill:

- **Sex Offender Policy Board** - Ms. Soliz-Conklin provided a legislative update on the Sex Offender Policy Board. This Board would be independent from the Sentencing Guideline Commission, and the Chair or designee of the ISRB would serve on this Board. The vision is for this Board to provide research, conduct case reviews when appropriate, provide a forum for discussion, and act in the place of a task force if asked. The Board would include a balanced group of people that are already part of the system.
- **Community Custody Simplification Bill** - This is the first step of the Sentencing Guideline Commission to simplify the supervision portions of the Sentencing Reform Act and to make the statute coherent. This bill does not change the jurisdiction of offender groups.

G. Calendars and Scheduling

Calendars and schedules were reviewed.

H. Work Session – Hearing Review Sheet – The staff asked the Board for clarification with regards to what was wanted on the Hearing Review Sheet and where the information should be located: The following is a result of that discussion:

Time Served -

- Should be listed at the top of the Hearing Review Sheet

- Should be calculated to the date of completion of the Hearing Review Sheet and should include jail time.
- Should be calculated on the cause currently being served.
- On Parole Violators and Community Custody Release Violators, time served should include time previously served on cause (s) prior to release.

Minimum Term –

- The minimum term listed on the top of the Hearing Review Sheet should be the original minimum term.

Sentence Structure Notes –

- Will include consecutive causes and sentence structure notes
- CRT will include their initials if they enter information in this section.

Hearings rescheduled for continuances –

- An updated Hearing Review Sheet is only required if there is new information received.

I. Old Business

- Telecommuting Policy – The Telecommuting/Duty Station Policy requires discussion and feedback. Ms. Hollingsworth will notify Ms. Riley when this topic is ready to be placed back on the agenda.
- Violation Hearing Attorney Policy – This policy was presented to the Board for the first time. It requires further review and feedback and development of a draft contract. It will be placed on the agenda for February 27, 2008.
- Ms. Costa asked that the WAC's and RCW's be incorporated into the new policies.

J. New Business

- **Wellness Policy** – Mr. Sahlberg presented the Wellness Policy. It will be voted on at the February 27, 2008 Board Meeting.
- **Software Piracy Policy** – Ms. Smith presented the Software Piracy Policy. It will be voted on at the February 27, 2008 Board Meeting.

- **WCSAP Response Letter** - The letter was reviewed with updates. The final draft must go to the Governor's office first and the final letter will also go to the Governor's Office and be copied to those who received a copy of the original letter.

K. Legislative Updates:

- **HB - 6925** – Previous action was to discuss this bill in Executive Session. However, after further discussion it was determined that it was appropriate to discuss this issue during the regular Board Meeting.

Ms. Costa presented the bill and stated that Senator Hargrove sponsored this bill to continue a dialogue with the Governor's Office. All Board Members reviewed and discussed the bill.

Ms. Costa asked the Board members how they wanted to respond to this bill. The Board wants to oppose the bill. The Board wants to express its' opposition to the Bill and how it was introduced without notice or public discussion. Ms. Costa will provide Board Members with a response before sending it to the legislature. The response will go to the prime sponsor and committee members and all members of the rules committee.

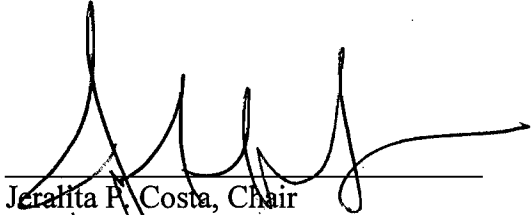
L. Executive Session:

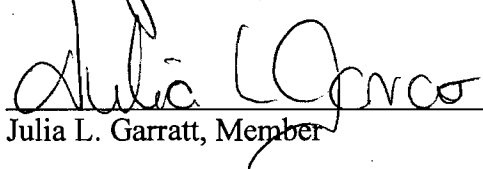
The following subjects were discussed in Executive Session:

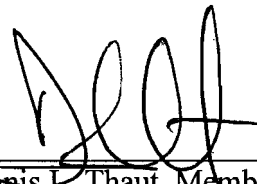
- Victim Impact Summaries
- Personnel Issues
- To the Table Cases

M. Adjournment

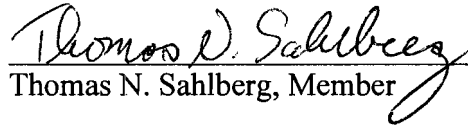
The meeting was adjourned at 4:30 p.m.


Jeralita P. Costa, Chair

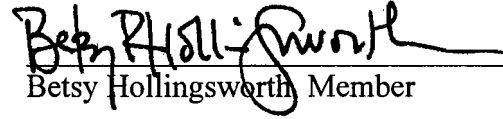

Julia L. Garratt, Member



Dennis L. Thaut, Member



Thomas N. Sahlberg, Member



Betsy Hollingsworth Member

Attested by:

Robin Riley, Executive Assistant